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TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275

Minutes of Regular Meeting  
January 23, 2012

**Call to Order.**

The Allenstown Select Board Meeting for January 23, 2012 was called to order by the Chair at 6:03 p.m.

**Roll Call.**

Present on the Board: Jason Tardiff and Jeff Gryval. Mrs. McKenney was excused because of illness.

**Others Present.**

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson and Aaron Lambert.

Allenstown Staff: Chief Robert Martin, APD; Chief Shaun Mulholland, APD; Paul Apple Town Administrator

**Citizens Comments.**

The Chair called for citizens' comments. There were no comments that time.

**Open Public Hearing for Unanticipated funds from NH Department of Safety, Home, and Security Management Grant under 2008 State Homeland Security Exercise & Evaluation Program.**

Chief Mulholland stated that the NH Department of Safety, Home, and Security Management Grant would cover the costs of programs such as Recovery program, EOC workshops in the fall, system seminars for fire and police departments and other exercise programs.

Motion. Mr. Gryval made a motion to open a public hearing pursuant with RSA 31:95-B Section 3a at 6:05pm. The Chair seconded the Motion. There was no additional discussion.

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A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes. The Chair declared the Motion passed.

### **Meet with Cheryl Pratt from Plodzik & Sanderson regarding 2011 Audit of Financial Statements**

Ms. Pratt from Plodzik and Sanderson discussed with the Board in detail the findings from their Audit Report of the Financial Statements. Ms. Pratt stated that they found four areas of concern that they recommend be addressed. Ms. Pratt recommends that the Town address issues regarding having not reported an OPEB liability amount, having the Payroll be reviewed and approved by a member of the Board, the Library director needs to sign off on invoices and there is concern they are improperly writing checks, and there are a few reports that are not being filed in a timely manner.

The Board had no further questions.

### **Close Public Hearing for Unanticipated Funds from NH Department of Safety, Home and Security Management Grant**

The Chair asked the public if there were any further questions. There were no questions at this time.

Motion. Mr. Gryval made a motion to close the Public Hearing under RSA 31:95-B Section 3a at 6:28pm. The Chair seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes. The Chair declared the Motion passed.

### **Meet with Representative Jon Richardson and Senator Jack Barnes regarding pending Bills of New Hampshire**

Senator Barnes discussed with the Board some bills that would be coming before the Senate. Some of the pending bills that were discussed included voting fraud, poles and wires, reduction of property taxes and lien interest rates, three gun bills, the Northern Pass and the amendment of the Truancy Bill. The Board asked for clarification in other bills they had concerns with. The Senator Barnes and Representative Richardson answered questions regarding any pending bills. Senator Barnes also invited the selectmen to join him at any public hearings regarding bills that would concern the town of Allenstown.

The Board had no further questions.

### **Execute 2012 Warrant Articles DRA Form DT**

Mr. Apple distributed a new draft of the Warrant Articles with changes that had been made after the Public Hearing from last week. Mr. Apple recommends that the Board approve and execute the Warrant Articles.

Motion. Mr. Gryval made a motion to accept the Town of Allenstown Warrant for 2012 as presented. The Chair seconded the Motion. There was no additional discussion.

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A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes. The Chair declared the Motion passed.

### **Execute the Default Budget DRA Form**

Mr. Apple stated that the Default Budget went before the DRA review and no changes had been made. Mr. Apple recommends the Board approve and execute the Default Budget.

Motion. Mr. Gryval made a motion to accept the 2012 Allenstown Default Budget for \$5,502,698.00. The Chair seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes. The Chair declared the Motion passed.

### **Discussion of Preparing for the Deliberative Session**

Mr. Apple stated that some preparation times were being scheduled. He also stated that Jon Richardson will be participating in this as he is a member of the Budget Committee.

### **Discussion of Search for Building Inspector**

Mr. Apple stated that he had received one application last week and would be distributing it to the Board for review. Mr. Gryval distributed to Mr. Apple some information he found from the Eastern State's Building Officials Federation with a list of NH Representatives. Mr. Apple will be looking into places and ads on their sight.

### **Preparing for Joint Meeting with Pembroke**

Mr. Apple stated that the meeting will be next Monday in Pembroke at 6:30pm. The Board determined that they will begin their meeting at the Town Hall at 6pm and will then go to the joint meeting later.

### **Committee Updates**

Mr. Gryval stated that the Suncook River will be holding a Public Information Meeting sometime in the near future. Mr. Apple stated that he is waiting to hear from the Co-ops joint board regarding the agreement.

### **Year End Purchases**

Mr. Apple stated that all year end purchases have been made. Chief Martin discussed with the Board in detail that there were purchases they were waiting to be delivered.

### **Review of Non-Public Minutes**

Mr. Apple stated that he would like to wait to review the Non-Public Minutes until February 6<sup>th</sup> when the Board reviews other Minutes.

### **Purchase Orders, Abatements, and Other Business**

Mr. Apple distributed a Purchase Order for the HVAC Annual Preventative Maintenance Contract for the Fire Department. The Board discussed when other departments were scheduled to have their annual preventative maintenance performed. The Chair recommended having a bidding process for the preventative maintenance services.

### **Equitable Sharing Agreement & Certification**

Mr. Apple stated that Chief Mulholland had given him a form for an Equitable Sharing Agreement & Certification in which the Town is a participant. Chief Mulholland recommended that the Chair sign the affidavit stating that the Town has not violated someone's civil rights.

### **Hiring Policies For Full-time Fire Fighters**

Chief Martin asked the Board to discuss the policies for hiring full-time fire fighters. The Chair would like to have Mrs. McKenney present to discuss the policies and recommended postponing the Oral Board or have the Oral Board in accordance with the policies that have already been established. The Board determined they would wait until there was a full board present to make a decision regarding the hiring policies.

### **Adjournment**


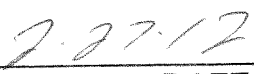

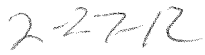


The Chair asked for any other business. There were no additional items.

Motion. Mr. Gryval moved to adjourn. The Chair seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff-Yes; Mr. Gryval-Yes. The Chair declared the Motion passed.

The Chair adjourned the meeting at 8:33pm.

**Signature Page.**

<b>Original Approval:</b>	
	
JASON TARDIFF	DATE
	
JEFF GRYVAL	DATE
	
SANDRA MCKENNEY	DATE

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>		
	JASON TARDIFF	DATE
	JEFF GRYVAL	DATE
	SANDRA MCKENNEY	DATE